

**Procedure:** Adding a Quiz to a Horizon Wimba Room

**Introduction:** Quizzes are a great way to involve your web-meeting participants in the action. You create the quiz question, display it during the session, have your participants respond, then you display the results so everyone can see what the group consensus is.

**Getting Started:** This process needs to be completed before you administer your live session. You need to be logged into the administration features of Horizon Wimba and have your room open.

**Steps:**

1. Click on the "Content" tab:

Rooms | Archives | Exit | Lobby | Help

Content | Room Settings | Media Settings | Access | Poll Results

### Modify Room: Don Tollefson's Meeting Room

**Settings** Show Advanced Settings

Room ID: donsroom

Title: Don Tollefson's Meeting Room

Description:

Presenter Email: This field is optional; filling it out will allow viewers of archives created from this room to send email to the presenter.

Save Changes Open this Room Enter Room Tracking Info Duplicate Room

2. Click on the name of the folder you want to create the question in:

Rooms | Archives | Exit | Lobby | Help

Content | Room Settings | Media Settings | Access | Poll Results

### Modify Room: Don Tollefson's Meeting Room

**Presentation Content**  
Select a folder from the list to modify its contents:

Folder Title	Slide Count	Get Info	Edit Title	Delete
Default Content Folder	0 slides			*
Snapshots	2 slides			*
Budget Meeting 2005	13 slides			

\* Denotes a system folder that can not be deleted.

**Start Content**  
Select content to appear at start of your presentation:

Destination	Slide Title	Edit
Content Frame:	Default Start Content Slide	
Branding Frame:	Default Start Branding Slide	

New Folder Open this Room Enter Room Tracking Info Duplicate Room

3. Click on the “New Content” button:

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Folder: Don Tollefson's Meeting Room: Budget Meeting 9/15

Modify your content list using the table below:

Filename/URL	Edit	#	Title	Target
<input type="checkbox"/> multiple-choice		1)	Budget Demands	Content Frame
<input type="checkbox"/> mbtisample/Slide1.GIF		2)	The Myers-Briggs Type Inc	eBoard
<input type="checkbox"/> mbtisample/Slide2.GIF		3)	Our Purpose	eBoard
<input type="checkbox"/> mbtisample/Slide3.GIF		4)	The Preferences	eBoard
<input type="checkbox"/> mbtisample/Slide4.GIF		5)	Preference Dichotomies	eBoard
<input type="checkbox"/> mbtisample/Slide7.GIF		6)	Comic #1	eBoard
<input type="checkbox"/> mbtisample/Slide5.GIF		7)	Extraverting	eBoard

Show Content Descriptions

Content

Open this Room

Enter Room

Tracking Info

Duplicate Room

4. Decide whether you want to create a multiple choice (MC) type question or an open-ended question (OE) (a fill-in-the-blank type question). When you have decided upon your question type, click on the appropriate radial button and then click the “Create” button.

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Folder: Don Tollefson's Meeting Room: Budget Meeting 9/15

Upload New Content:  Browse...

☒ Display this content in the eBoard

Add

Or Add a URL:  Enter the full URL in the text field above. (URLs will display in a new browser window.)

Add

Or Create New Poll:

☒ Multiple Choice (MC) Create a single multiple-choice question. Respondents can select one (or more) choice(s). Results can be immediately published to the participants.

☐ Open Ended (OE)

☐ Questionnaire

☐ Bullet List

Create

Cancel

5. Type in the title of your question.

Rooms Archives Exit | Lobby | Help

Content Room Settings Media Settings Access Poll Results

Modify Don Tollefson's Meeting Room: Budget Meeting 9/15

Title:  Question Title

Question:  Here is where you type your question

Response Choices:

☐ Response 1

☐ Response 2

☐ Response 3

☐ Response 4

6. Type in the actual question.
7. If you chose MC, add in the possible responses in the appropriate fields. If you chose OE, there are no possible response fields so move on to step 8.
8. If desired, change the font and background colors of the screen. You'd do this to give your screens some variety.

- Click on the “Save Changes” button.
- Preview your question to see what it looks like by clicking on the slide title’s name:

11. If you're not happy with your question and you need to modify it, click on the edit button (it looks like a pencil) and make any changes.

12. If your question is placed properly, you're done. If not, and you want to re-order it, click in the box in front of the slide name and move it to the proper position using the up and down arrow buttons on the left of the screen.
13. When your question slide is properly placed, click on the "Save Changes" button.
14. Congrats! You've created your question.